

GRAND RAPIDS HOUSING COMMISSION
EXTERMINATION SERVICES CONTRACT
REQUEST FOR PRICE PROPOSAL
2025

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REQUEST FOR PROPOSAL

The Grand Rapids Housing Commission is seeking a one (1) year agreement, with two (2) one year renewals, for extermination services at the several sites specifically serving the needs of families, senior citizens, and disabled residents. RFP responses can be submitted via email to ufoma.johnson@grhousing.org. RFP responses may also be submitted in person at 1420 Fuller Ave, Grand Rapids MI, 49507. **DO NOT MAIL YOUR RFP RESPONSE.**

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

The term and period of performance of the agreement shall be for one (1) year, with two (2) one year renewals. The Grand Rapids Housing Commission intends to renew each agreement for additional one-year periods contingent upon the mutual agreement of both parties and if all conditions of the Agreement for the previous year are met such as, but not limited to, annual insurance and acceptable performance.

Prices submitted in this proposal shall be for year one. Prices for year two shall be subject to a price adjustment equivalent to increases or decreases in the Consumer Price Index (CPI). For example, if the CPI increases 5% over the next year, then for the 2026 season, contractors will be paid the 2025 rate(s) as submitted on the Price Proposal form plus the CPI 5%. The Grand Rapids Housing Commission will compute the new prices and notify the contractors of same in writing.

All proposals shall be subject to the conditions as listed herein. **NO PROPOSALS WILL BE ACCEPTED WITHOUT A SIGNED SITE-VISIT VERIFICATION FORM FROM THE SITE STAFF.** In compliance with the provisions of this document, and conditioned upon the Contractor's price proposal being accepted, the Contractor offers and agrees to enter into a contract agreement within 30-60 days from the Price Proposal submission date of February 11th, 2025. The amount of the contract agreement will be based upon how many of the eleven (10) proposals the Contractor is awarded.

THE GRAND RAPIDS HOUSING COMMISSION WILL AWARD AN AGREEMENT FOR EACH OF THE TWELVE (11) PROPOSALS CONTAINED IN THIS REQUEST ON A SITE-BY-SITE BASIS. CONTRACTOR'S ARE CAUTIONED NOT TO BASE THEIR PRICE PROPOSAL ON BEING AWARDED ALL OF THE TWELVE (12) PROPOSALS. INCLUDED IN EACH PROPOSAL IS A LINE FOR PRICING SHOULD EACH PROPOSAL BE AWARDED TO THE SAME CONTRACTOR.

The successful Awardee(s) shall submit an ACORD Certificate of Liability Insurance Indicating Worker's Compensation Insurance and Comprehensive General Liability Insurance coverage protecting the Grand Rapids Housing Commission in an amount not less than \$1,000,000 in the event of bodily injury and \$500,000 in the event of property damage. ACORD Certificates of insurance shall have a 30-day cancellation clause with notice to the Grand Rapids Housing Commission and shall be submitted before work commences.

Notice of Award – will be issued by the Housing Commission after the price proposal(s) has been approved by the Housing Commission Board. Upon the approval of the Housing Commission Board and receipt of a valid ACORD Certificate of Insurance, a **Notice to Proceed** will be issued by the Housing Commission Executive Director.

Performance – under this contract will include, but not be limited to, the following:

Performances as specified in the Price Proposal documents, attachments, and references herein. Performance as directed from time to time by the Asset Manager in a timely and satisfactory manner according to industry standards for like work. All work shall be performed in accordance with locally-recognized standards and applicable codes in a fashion so as not to cause an unreasonable risk or harm to the Grand Rapids Housing Commission, its employees or its residents.

Deductions – the Grand Rapids Housing Commission reserves the right to withhold payment anytime after the first occurrence of non-performance until the situation is resolved. After the second occurrence, the Grand Rapids Housing Commission may elect to engage the services of another Contractor to provide the labor necessary for completion or performance of services as described in the bid package. Deductions made from payments will be equal to the cost borne by the Grand Rapids Housing Commission, and will be deducted from earnings due the Contractor for other services under this or any other agreement held by the Grand Rapids Housing Commission.

Proposal Evaluation – Proposals will be evaluated on the basis of, but not limited to, the following:

- Tour of facilities and signed verification of site visit
- Contractor's response and responsiveness
- References/Responsibility
- Price

The Grand Rapids Housing Commission reserves the right to reject any or all proposals or to waive any irregularities in the proposals submitted.

Each change or addenda issued in relation to this proposal document will be on file in the office of the Grand Rapids Housing Commission.

Upon acceptance of an agreement, the vendor agrees to follow all federal, state and local laws, regulations and construction safety standards of the Occupational Safety and Health Standards governing the furnishing and use of all safeguards, safety devices, protective equipment and work procedures.

The General Conditions, Instructions and Information, the General Scope of Work, and Site Specific Requirements (Proposals One through Twelve) form part of this proposal.

BID FORM

**Grand Rapids Housing Commission Main Office
1420 Fuller Avenue SE
Grand Rapids MI 49507**

BIDS MUST BE RECEIVED BY February 11th, 2025 By 1:00 PM LATE BIDS WILL NOT BE ACCEPTED.

BID REFERENCE: 2025-2026 EXTERMINATION SERVICES, SITES: VARIOUS

Proposals are requested for:

1. Extermination of common pests (defined as: ants, boxelder bugs, cockroaches, centipedes, earwigs, ladybugs, millipedes, pill bugs, silverfish, spiders, sow bugs, bees, wasps, pantry pests, grain beetles) as outlined in individual site proposals.
2. Common area (defined as: offices, hallways, lounges, community rooms, community kitchens, public restrooms, entryways, maintenance rooms) extermination.
3. Trash rooms/compactor rooms common pests as outlined in individual site proposals.
4. Mice/rats extermination – exterior bait stations as requested by manager. Extermination shall be executed in a manner that prohibits mice from decomposing within walls of structure.
5. Mice/rats extermination – interior as requested by manager. Extermination shall be executed in a manner that prohibits mice from decomposing within walls of structure.
6. Bed Bug heat remediation as requested by manager (Proposal 11).
7. Bed Bug chemical remediation as requested by manager (Proposal 11).
8. Bed Bug cryogenic freezing remediation as requested by manager (Proposal 11).
9. Proposal for regular bed bug inspection, detection, and treatment.

PROPOSAL ONE:

Location: Grand Rapids Housing Commission Main Office
1420 Fuller Avenue SE
Grand Rapids MI 49507
616-235-2600

- 1. Common pests – as needed \$ _____
Price if awarded all proposals \$ _____
- 2. Mice/rats extermination – exterior bait stations \$ _____
Price if awarded all proposals \$ _____
- 3. Mice/rats extermination – interior \$ _____
Price if awarded all proposals \$ _____

PROPOSAL TWO:

Location: Campau Commons Apartments
821 Division Ave S
Grand Rapids MI 49507
616-235-2879

Please list as per month costs

- 1. Common pests – twice **monthly**, units per visit \$ _____
Price if awarded all proposals \$ _____
- 2. Common pests – unit cost exceeding units \$ _____
Price if awarded all proposals \$ _____
- 3. Common pests – common areas (on request) \$ _____
Price if awarded all proposals \$ _____
- 4. Mice/rats extermination – exterior bait stations \$ _____
Price if awarded all proposals \$ _____
- 5. Mice/rats extermination – interior \$ _____
Price if awarded all proposals \$ _____

PROPOSAL THREE:

Location: Creston Plaza Apartments
1080 Creston Plaza Dr NE
Grand Rapids MI 49503
616-235-2646

Please list as per month costs

1. Common pests – twice **monthly**, units per visit \$ _____
Price if awarded all proposals \$ _____
2. Common pests – unit cost exceeding units \$ _____
Price if awarded all proposals \$ _____
3. Common pests – common areas (on request) \$ _____
Price if awarded all proposals \$ _____
4. Mice/rats extermination – exterior bait stations \$ _____
Price if awarded all proposals \$ _____
5. Mice/rats extermination – interior \$ _____
Price if awarded all proposals \$ _____

PROPOSAL FOUR:

Location: Hope Community
1024 Ionia Avenue SW
Grand Rapids MI 49507
616-235-2893

Please list as per month costs

1. Common pests – twice **monthly**, units per visit \$ _____
Price if awarded all proposals \$ _____
2. Common pests – unit cost exceeding units \$ _____
Price if awarded all proposals \$ _____
3. Common pests – common areas (on request) \$ _____
Price if awarded all proposals \$ _____
4. Mice/rats extermination – exterior bait stations \$ _____
Price if awarded all proposals \$ _____
5. Mice/rats extermination – interior \$ _____
Price if awarded all proposals \$ _____

PROPOSAL FIVE:

Location: Leonard Terrace Apartments
1315 Leonard Street NE
Grand Rapids MI 49505
616-235-2890

Please list as per month costs

1. Common pests – twice **monthly**, units per visit \$ _____
Price if awarded all proposals \$ _____
2. Common pests – unit cost exceeding units per visit \$ _____
Price if awarded all proposals \$ _____
3. Common pests – common areas (on request) \$ _____
Price if awarded all proposals \$ _____
4. Common pests – Trash rooms/compactor area \$ _____
Price if awarded all proposals \$ _____
5. Mice/rats extermination – exterior bait stations \$ _____
Price if awarded all proposals \$ _____
6. Mice/rats extermination – interior \$ _____
Price if awarded all proposals \$ _____

PROPOSAL SIX:

Location: Mount Mercy Apartments
1425 & 1511 Bridge Street NW
Grand Rapids MI 49504
616-235-2843

Please list as per month costs

1. Common pests – twice **monthly**, 10 units per visit \$ _____
Price if awarded all proposals \$ _____
2. Common pests – unit cost exceeding 10 units \$ _____
Price if awarded all proposals \$ _____
3. Common pests – common areas (on request) \$ _____
Price if awarded all proposals \$ _____
4. Common pests – Trash rooms/compactor area \$ _____
Price if awarded all proposals \$ _____
5. Mice/rats extermination – exterior bait stations \$ _____
Price if awarded all proposals \$ _____
6. Mice/rats extermination – interior \$ _____
Price if awarded all proposals \$ _____

PROPOSAL SEVEN:

Location: Ransom Tower Apartments
50 Ransom Avenue NE
Grand Rapids MI 49503
616-235-2881

Please list as per month costs

1. Common pests–twice **monthly**, 20 units per visit \$ _____
Price if awarded all proposals \$ _____
2. Common pests – unit cost exceeding 20 units \$ _____
Price if awarded all proposals \$ _____
3. Common pests – common areas (on request) \$ _____
Price if awarded all proposals \$ _____
4. Common pests – Trash rooms/compactor area \$ _____
Price if awarded all proposals \$ _____
5. Mice/rat extermination – exterior bait stations \$ _____
Price if awarded all proposals \$ _____
6. Mice/rat extermination - interior \$ _____
Price if awarded all proposals \$ _____

PROPOSAL EIGHT:

Location: Sheldon Apartments
1010 Sheldon Avenue SE
Grand Rapids MI 49507
616-235-2860

Please list as per month costs

1. Common pests – once **monthly**, 4 units per visit \$ _____
Price if awarded all proposals \$ _____
2. Common pests – unit cost exceeding 4 units \$ _____
Price if awarded all proposals \$ _____
3. Common pests – common areas (on request) \$ _____
Price if awarded all proposals \$ _____
4. Common pests – Trash rooms \$ _____
Price if awarded all proposals \$ _____
5. Mice/rat extermination – exterior bait stations \$ _____
Price if awarded all proposals \$ _____
6. Mice/rat extermination - interior \$ _____
Price if awarded all proposals \$ _____

PROPOSAL NINE:

Location: Adams Park
1440 Fuller Ave SE
Grand Rapids MI 49507
616-235-2865

Please list as per month costs

1. Common pests – **weekly**, 7 units per visit \$ _____
Price if awarded all proposals \$ _____
2. Common pests – unit cost exceeding 7 units \$ _____
Price if awarded all proposals \$ _____
3. Common areas common pests (on request) \$ _____
Price if awarded all proposals \$ _____
4. Common pests – Trash rooms/compactor area \$ _____
Price if awarded all proposals \$ _____
5. Mice/rat extermination – exterior bait stations \$ _____
Price if awarded all proposals \$ _____
6. Mice/rat extermination – interior \$ _____
Price if awarded all proposals \$ _____

PROPOSAL TEN:

Location: Antoine Court Apartments
901 Division Ave S
Grand Rapids, MI 49507
616-235-2879

Please list as per month costs

1. Common pests – twice **monthly**, 10 units per visit \$ _____
Price if awarded all proposals \$ _____
2. Common pests – unit cost exceeding 10 units \$ _____
Price if awarded all proposals \$ _____
3. Common pests – common areas (on request) \$ _____
Price if awarded all proposals \$ _____
4. Common pests – Trash rooms/compactor area \$ _____

Price if awarded all proposals \$ _____

5. Mice/rats extermination – exterior bait stations \$ _____

Price if awarded all proposals \$ _____

6. Mice/rats extermination – interior \$ _____

Price if awarded all proposals \$ _____

PROPOSAL ELEVEN:

Location: Scattered Sites
Located in Grand Rapids

1. Common pests – unit cost, single family, as needed \$ _____

Price if awarded all proposals \$ _____

2. Common pests – unit cost duplex, as needed \$ _____

Price if awarded all proposals \$ _____

3. Mice/rat extermination – exterior bait stations \$ _____

Price if awarded all proposals \$ _____

4. Mice/rat extermination - interior \$ _____

Price if awarded all proposals \$ _____

PROPOSAL ELEVEN:

Location: All Sites

1. Bed Bug – thermal remediation:
Unit cost per 1-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

Unit cost per 2-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

Unit cost per 3-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

Unit cost per 4-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

2. Bed Bug – chemical remediation:

Unit cost per 1-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

Unit cost per 2-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

Unit cost per 3-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

Unit cost per 4-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

3. Bed Bug – cryogenic freezing remediation:

Unit cost per 1-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

Unit cost per 2-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

Unit cost per 3-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

Unit cost per 4-bedroom unit. \$ _____

Price if awarded all proposals \$ _____

4. Canine inspection services:

\$ _____ 1-bedroom unit \$ _____ 2-bedroom unit

\$ _____ 3-bedroom unit \$ _____ 4-bedroom unit

SITE LOCATIONS AND CONTACT NUMBERS

Adams Park	Christian Quintero	616-450-4787
Antoine Court	James Drake	616-370-5265
Campau Commons	Jill Brand	616-581-5512
Creston Plaza	Deshario Collins	616-295-3692
Hope Community	Mark Eurich	616-446-6863
Leonard Terrace	Mark Eurich	616-446-6863
Mt. Mercy	Troy Reeves	616-581-4957
Ransom Tower	Mike Heller	616-581-6742
Sheldon Apartments	James Drake	616-370-5265
Main Office	Barb Adams	616-235-2600 Ext 1101
Scattered Sites	Lynn Simone	616-581-4597

Inspection of all site locations bid upon and a signed Site-Visit Verification form with the appropriate Staff signature is required. You must contact each Site to arrange an appointment for the site visit(s). Below is the list of sites, address, phone number, contact person

You will need to contact them ahead of time to schedule an appointment so that you are sure of their availability.

SITE VISIT VERIFICATION FORM

THIS IS TO VERIFY THAT _____
(CONTRACTOR NAME)
HAS COMPLETED THE SITE VISIT AND FULLY UNDERSTANDS THE SCOPE OF
WORK FOR THE CURRENT EXTERMINATION SERVICES AGREEMENT.

Adams Park Apartments

Site Staff Signature/Date

Campau Commons Apartments

Site Staff Signature/Date

Creston Plaza Apartments

Site staff signature/Date

Hope Community

Site Staff Signature/Date

Leonard Terrace Apartments

Site Staff Signature/Date

Mount Mercy Apartments

Site Staff Signature/Date

Ransom Towers Apartments

Site Staff Signature/Date

Sheldon Apartments

Site Staff Signature/Date

Scattered Sites

Site Staff Signature/Date

Grand Rapids Housing Main Office

Site Staff Signature/Date

Contractors signature/date _____

EXTERMINATION SERVICES CONTRACT AGREEMENT (Example)

This Agreement is entered into by and between the **Grand Rapids Housing Commission, 1420 Fuller Avenue, SE, Grand Rapids, Michigan 49507**, hereinafter known as “The GRHC”, and _____ hereinafter known as “The Contractor”.

NOW, THEREFORE, the GRHC and the Contractor agree to the following terms and conditions:

1. The Contractor agrees to provide services for extermination services at the following GRHC locations:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. The Contractor agrees to provide extermination service as specified in bid proposals.
3. The Contractor will supply all labor and materials to perform the services at locations set forth in paragraph “1” above. Upon acceptance of a contract for the performance of service, the Contractor agrees to follow all federal, state and local laws, regulations and health standards governing the furnishing and use of all safeguards, safety devices, protective equipment and work procedures. The Contractor agrees to furnish certified copies of policies and adequate certificates pertaining thereto as evidence that he/she carries Worker’s Compensation Insurance and Comprehensive General Liability Insurance coverage protecting the GRHC in an amount not less that \$1,000,000 for bodily injury and \$500,000 for property damage. Certificate of Insurance with a thirty-day cancellation clause with notice to the Grand Rapids Housing Commission before work commences. The Bodily Injury and Property Damage Insurance shall include endorsement showing the GRHC as insured. The Contractor will furnish the GRHC with its Federal Employer Identification Number.
4. Within 30 days the Contractor will be compensated for the service provided as set forth in this Agreement, payable upon completion of the month within which services have been rendered and invoiced.
5. Invoices should be mailed directly to:
**Grand Rapids Housing Commission
1420 Fuller Avenue, SE
Grand Rapids, MI 49507**

6. This Agreement shall commence on the first day of May, 2019 for a period of twelve (12) months. Notwithstanding the foregoing, at any time after the execution of this Agreement, either party may in whole or in part, terminate this Agreement by delivering a written thirty (30) day written notice to the other party, at that party's last address, by personal delivery or by certified mail. The thirty (30) day period shall be deemed on the mailing date or personal delivery of the written notice.

7. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin, age, marital status, physical or non-qualifying handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin, age, marital status, physical or non-qualifying handicap. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting for the provisions of this non-discrimination clause. This Agreement consists of this document, the General Conditions, Instructions and Information to Contractors, the General Scope of the Work, the Price Proposal Form and any subsequent addendum. This Agreement cannot be assigned without prior written permission of the Grand Rapids Housing Commission (GRHC).

GRAND RAPIDS HOUSING COMMISSION

By: _____
Lindsey S. Reames, Executive Director

Date: _____

CONTRACTOR

By: _____

Date: _____

Print name: _____

Title: _____

Phone: _____